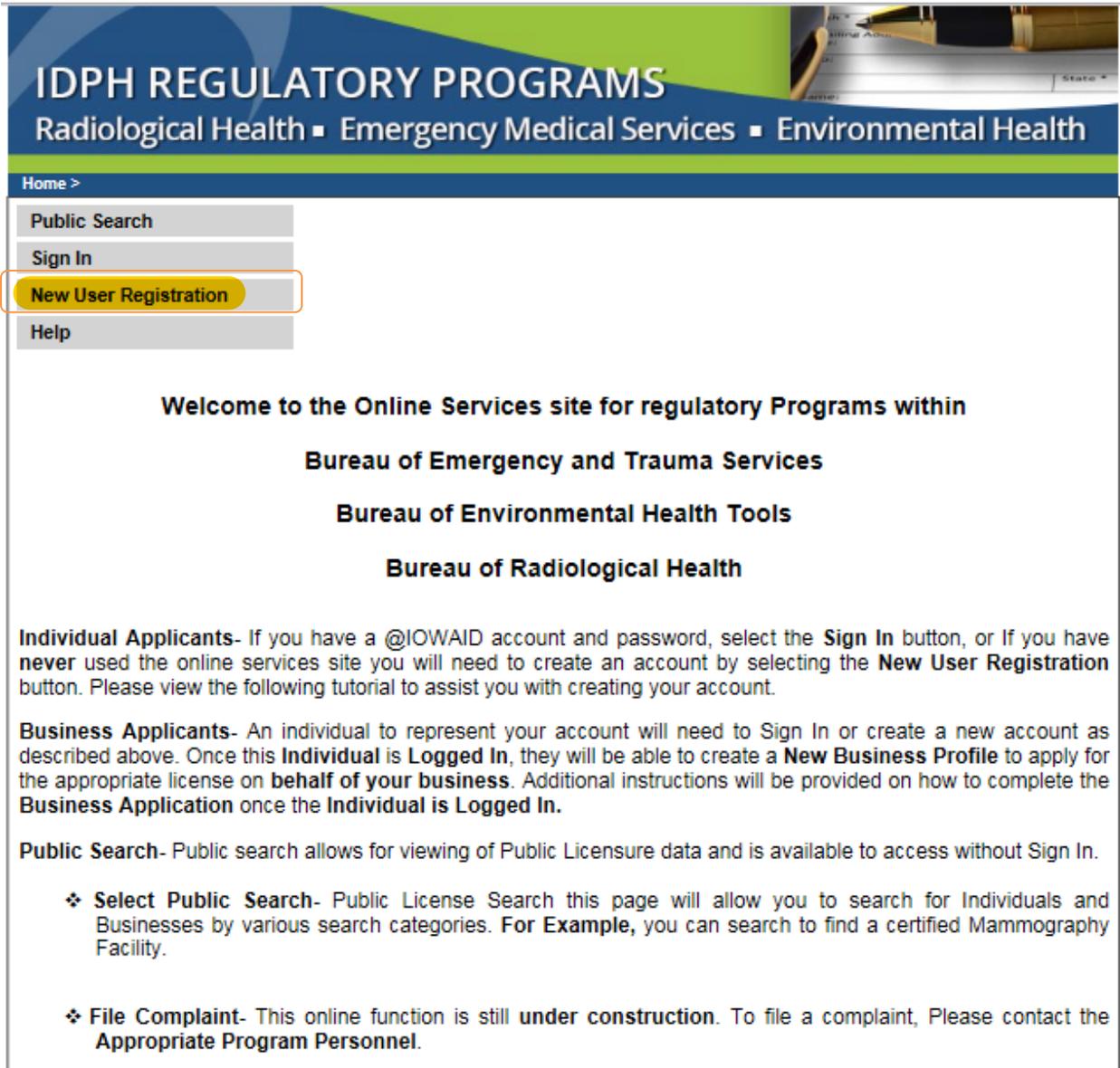


## CREATE AN ACCOUNT

To start the process, you will need to create an account. Select **New User Registration**.



The screenshot shows the top navigation bar of the IDPH Regulatory Programs website. The header includes the text "IDPH REGULATORY PROGRAMS" and "Radiological Health ■ Emergency Medical Services ■ Environmental Health". Below the header is a navigation menu with the following items: "Home >", "Public Search", "Sign In", "New User Registration" (highlighted with a yellow border), and "Help".

**Welcome to the Online Services site for regulatory Programs within**

- Bureau of Emergency and Trauma Services**
- Bureau of Environmental Health Tools**
- Bureau of Radiological Health**

**Individual Applicants-** If you have a @IOWAID account and password, select the **Sign In** button, or If you have **never** used the online services site you will need to create an account by selecting the **New User Registration** button. Please view the following tutorial to assist you with creating your account.

**Business Applicants-** An individual to represent your account will need to Sign In or create a new account as described above. Once this **Individual** is **Logged In**, they will be able to create a **New Business Profile** to apply for the appropriate license on **behalf of your business**. Additional instructions will be provided on how to complete the **Business Application** once the **Individual** is **Logged In**.

**Public Search-** Public search allows for viewing of Public Licensure data and is available to access without Sign In.

- ❖ **Select Public Search-** Public License Search this page will allow you to search for Individuals and Businesses by various search categories. **For Example**, you can search to find a certified Mammography Facility.
- ❖ **File Complaint-** This online function is still **under construction**. To file a complaint, Please contact the **Appropriate Program Personnel**.

Enter the required information and click the **Register** button. You must have a valid personal email address to create an account.

TEST Server Details

Enterprise A&A Sign In **Create An Account** Forgot Password Forgot ID

---

## DPH Regulated Communities

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

**Register**

Possibly have an account already?  
Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

What is A&A?  
Help  
Report Issue to State Service Desk

### Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

#### NOTICE

You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.

The use of this website may be monitored and recorded for administrative and security reasons. The State of Iowa and its agents may provide the information and evidence collected to third-parties including law enforcement officials.

Trace ID: JAWGLY  
You are looking at:  
Login

[Additional Terms, Privacy & Warranty Information](#)  
Enterprise Authentication & Authorization - Common Interface

Version: 4.0.2  
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This screen requires you to enter your email twice. All other fields should be completed automatically, if the @iowaid field is blank, enter your first name. Last name, and then click on the **Save Account Details** button. If a message appears stating that the email is already being used by an existing account, you will need to call the OCIO service desk at 515-281-5703 or 800-532-1174 for assistance.

# DPH Regulated Communities

Account Id:  
@IOWAID

First Name:

Last Name:

Email:

Confirm Email:

On this screen, click **OK**

# DPH Regulated Communities

Account Id:

Message from webpage

 You are about to register for a new account using the Account Id located at the top of the form. All spaces and most special characters will be stripped from your Account Id.

Click the ? image found at the top of the form for help information.

Do you want to continue with your registration?

The next screen will direct you to check your email (the email you entered on the previous screen) to complete the process of creating an account.

## Registration Confirmation

# DPH Regulated Communities

An email has been sent to the email address you provided.  
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

**Possible reasons you did not receive the email to confirm your account.**

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

Open the email with the subject **“Account Confirmation”**. Click the link in the body of the email.

Account Confirmation for DPH Regulated Communities Inbox x 

---

 **entaa-noreply@iowa.gov** 9:36 AM (2 minutes ago) ☆ 

to me ▾

Welcome from Enterprise A&A!

\*\*\*DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.\*\*\*

This email is a confirmation of the account you requested for DPH Regulated Communities and provides steps (see below) on how to activate your account.

Account Details Section:  
Account ID: meghanarao44@iowaid  
Your name: Meghana Damera  
EMail: [meghanadamera58@gmail.com](mailto:meghanadamera58@gmail.com)

If you did not request this account or think this email was sent in error, please contact the State Service Desk ([https://iowa.service-now.com/kb\\_view.do?sysparm\\_article=KB0010301](https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301)).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

**Account Activation Process:**

- Step 1. Click the following link: <http://test.iowa.gov/entaa/sso?reqTok=en=e35d2d9065bb9057ad8ccec2d9452eae> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)
- Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)
- Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)
- Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Help Section:  
Did you get the message "Sorry the link you used is no longer valid."? If so, the state of your account is in question and you will need to use the following to determine the account state.  
Click the following link: [http://test.iowa.gov/entaa/sso?apld=DPH\\_RCOM&callingApp=https://elpdptest.iowa.gov/PublicPortal/Iowa/IDPH/common/entaa.jsp&tab=forgotid](http://test.iowa.gov/entaa/sso?apld=DPH_RCOM&callingApp=https://elpdptest.iowa.gov/PublicPortal/Iowa/IDPH/common/entaa.jsp&tab=forgotid)  
Enter your email address and then press the "Retrieve A&A Id" button.  
\*If you get the message "Sorry, could not find your account..." and you are sure you entered your email correctly then your account did not get created and you will need to press the "Create An Account" tab and start the registration process over.

---

Select security questions and provide answers. Write a security question for Question 3 and provide your answer. Click **Save Identity Baseline**.

Identity Baseline

## DPH Regulated Communities

Identity Baseline for MEGHANARAO44@YOWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

Answer 1:

Confirm:

---

Question 2:

Answer 2:

Confirm:

---

(Create your own questions)

Question 3:

Answer 3:

Confirm:

---

[Save Identity Baseline](#) [Help](#)

Next, you will need to **create a password** for your account.

Change Password

You must change your password.

# DPH Regulated Communities

Password Change for MEGHANARAO44@IOWAID

Enter new password:

Confirm new password:

[Save New Password](#) [Cancel](#) [Help](#)

**Password Rules**

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Trans Id: D3C5L5  
You are looking at:  
Change Password

[Additional Terms, Privacy & Warranty Information](#)  
Enterprise Authentication & Authorization - Common Interface

Version: 4.0.2  
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Once you have created your Password, click Sign In from the menu on the left. Enter your SS# and Date of Birth in the correct box. Click **Continue**.



## IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Web Registration SSN

Home	Individual Information	
Sign In	SSN:	<input type="text"/>
Help	Confirm SSN:	<input type="text"/>
	Date of Birth:	<input type="text"/>
	<a href="#">Continue</a>	<a href="#">Reset</a>